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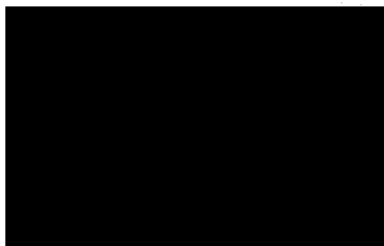
28 October 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 26 October 1955 Meeting

1. The CIA Incentive Awards Committee met on Wednesday, 26 October 1955 at 2:30 P.M. in Room 242, Curie Hall with the Chairman presiding. The following members were present:

25X1A



Personnel (alternate)  
DD/P  
Training  
Logistics  
DD/I  
Communications  
MI—Incentive Awards Staff

25X1A

 is the new Committee member from DD/P replacing

2. The Committee approved the adoption of the Employee Suggestions listed below and recommended awards in the amounts shown:

<u>Suggestion No.</u>	<u>Award</u>
685	\$ 10.00
929	20.00
1230	15.00
1243	15.00
1310	10.00
1344	20.00
1424	10.00
1637	10.00
1656	10.00
1720	50.00
1728	20.00
1789	10.00
1900	10.00
1913	Commendatory Letter
1730	Commendatory Letter
1259	40.00

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3. The Committee suggested deferment of the following suggestions to a later meeting in order to allow further follow-up:

1650 - Deferred for further review by the Incentive Awards Staff to determine if an award could also be given to [REDACTED]

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1834 - [REDACTED] requested that this be deferred in order that he may discuss it further with [REDACTED]

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1611 - Deferred in order that Incentive Awards Staff may determine from HCS/MS the actual value of the suggestion.

4. The Committee approved the recommendation of the evaluating Offices for non-adoption of the following Employee Suggestions:

1075	1285	1377
1255	1299	1379
1262	1305	1070

5. The Chairman briefed the Committee on the presentation ceremony at which the Director presented 4 Performance Awards totaling \$3,000 in his office on 18 October 1955.

6. The Chairman presented to the Committee the verbal recommendation by [REDACTED] Deputy Chief, Insurance and Casualty Division, Office of Personnel, that the Insurance and Casualty Division personnel be given a Group Award for performance of duty. He further stated that this recommendation had the wholehearted approval of Mr. [REDACTED] Chief of the Insurance and Casualty Division. The Committee authorized granting a group award and appropriate certificate signed by the Director to the ICD, OP.

7. The Chairman reported that at his request Col. L. K. White had discussed at the last DD/S Staff Meeting the need for more prompt and thorough evaluations of employee suggestions. [REDACTED] noted that his office had put a two weeks suspense date on all evaluations. [REDACTED] moved that a two weeks suspense date be put on all evaluations by the Incentive Awards Staff. After some discussion, it was decided by the Committee that the two weeks suspense date system would be initiated by the Incentive Awards Staff. In the event an office determined that it would need more time for evaluations, the Incentive Awards Staff should be notified by the evaluating office.

8. [REDACTED] discussed the need for better evaluations, citing examples of what they considered to be inadequate and perhaps misunderstood evaluations.

9. [REDACTED] proposed that certain suggestions be weeded out by the Incentive Awards Staff, because he felt some suggestions did not

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25X1A warrant the time necessary for consideration by the evaluating offices. General discussion of this recommendation took place, in which it was pointed out by the Incentive Awards Secretary that a change of Regulation [REDACTED] would be necessary to allow this type of system. The Chairman stated that he would discuss this further with the Incentive Awards Officers.

10. Chairman informed the Committee that

- a. Chairman and IAC Officers are to attend a meeting on Governmentwide IA Program at Civil Service Commission (limited to 3 from CIA).
- b. He was sending the Incentive Awards Secretary to the National Association of Suggestion Systems Convention at Cincinnati, 31 October and 1 November.

25X1A 11. A question was posed by [REDACTED] as to whether the Incentive Awards Staff should screen more closely the evaluations which are sent out on "Round Robin". Along with this, the Executive Secretary stated that only a majority of a quorum (3) was necessary for final action on a suggestion. The above points were considered to be a part of the overall evaluation problem which is to be discussed by the Chairman and the Incentive Awards Officers.

12. The Meeting was adjourned at 4:15 P.M.

[REDACTED]  
Executive Secretary  
Incentive Awards Committee

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APPROVED:

15/  
Chairman, Incentive Awards Committee

Date: 1/10/53

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21 October 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Board

In accordance with the provisions of Regulation [REDACTED] Incentive Awards Program, the CIA Incentive Awards Board will meet on Wednesday, 26 October 1955 at 2:30 P.M. in Room 242, Curie Hall.

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FOR THE CHAIRMAN, INCENTIVE AWARDS BOARD

[REDACTED]  
Executive Secretary

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NOTE: Tabs 1 thru 15 on 29 September agenda are to be included on this agenda.

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Suggestion No. 685✓

A. Summary of the Suggestion:

It is suggested that a pull cord attached to a buzzer be installed in all Agency shuttle buses, for reasons of greater efficiency and passenger convenience.

B. Evaluation of Concerned Office:

This suggestion was originally evaluated by the Chief, Administrative Staff, Logistics Office on 28 January 1954 and disapproved. The Incentive Awards Board later concurred in this disapproval. However the evaluator now informs us that as of 25 March 1955 the suggestion has been considered and recommended for adoption. Benefits are intangible as the contribution is primarily one of convenience to Agency employees utilizing the shuttle bus service.

C. Recommendation of the Executive Secretary:

Approval and cash award of \$10.00 based upon intangible benefits.

*O.K.*

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A. Summary of the Suggestion:

The suggester proposes that Form 70-82 be made up into pads with one-time carbons. Since each report usually consists of an original and five copies, such pads would reduce assembly time considerably. Such sets would effect material reductions in cost by savings to typists' in assembly time and correcting time. Intangible benefits would also be derived since these sets would be easier to work with and the typist would work at a neater, uncluttered desk.

B. Evaluation of Concerned Office:

On 15 June 1954, the Assistant Director of Research and Reports recommended adoption of this suggestion stating that Form 70-82 is now being used by one division but a second division is about to begin its use and two other divisions are very much interested. Somewhere between 50,000 and 100,000 of these one-time pads would probably be used in ORR in the course of a year. It is noted that single sheets of various colors with carbon attached are now a standard item and that a one-time pad of original and six carbons was formerly in use, thus we judge that it must be considered less expensive to use a sheet of carbon only once than for a typist to insert a carbon when a copy is typed. There is no question but that there would be a considerable saving time, but we suggest that the experts be asked to estimate the net saving in cost.

On 22 October 1954, the Chief, Records Management Division, Management Staff stated that a complete study had been undertaken concerning the suggestion and that it had undergone several modifications. That they were endeavoring to make arrangements for implementation of the revised suggestion with the office of primary interest (ORR).

On June 17, 1955, the Chief, Records Management Division/MS recommended an award of at least \$20.00 based on an estimated savings to the government of approximately \$377.75 based on 50,000 sets used per year. The suggestion as submitted was not adopted, however, use of the suggester's basic idea of one-time carbons resulted in the change that will result in the estimated savings. Based on a production and use of 50,000 assemblies per year, 300,000 Form 70-82 (50,000 originals and 250,000 tissues), the following costs were determined:

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Suggestion No. 929 Cont.

Present method:

Material cost (paper and	\$1810.00
Carbon at \$.0362 per assembly)	
Labor cost (55 seconds assembly	1161.13
time for GS-4 at \$1.52 per hour)	
Total	\$2971.13

Suggested Method:

Material cost (snap-out sets	\$6000.00
@ \$.12 per set)	
Labor cost (15 seconds assembly	316.62
time for GS-4 at \$1.52 per hour)	
Total	\$6316.62

Alternate Method:

Material cost (original of	\$2150.00
form 70-82 plus 5 legal size	
"letterex" at a cost of \$.043 per	
assembly)	
Labor cost (21 seconds assembly	
time for GS-4 at \$1.52 per hour)	443.38
Total	\$2593.38

C. Recommendation of the Executive Secretary:

Approval with award of \$20 based upon tangible savings affected through the adoption of a modification of this suggestion. If ORR's prediction of increased use by other division becomes a reality, the estimated savings would be increased considerable and a supplementary award should be rewarded.

O.K.

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Suggestion No. 1230

A. Summary of the Suggestion

25X1A The suggester proposes use of a system to identify further, by symbol or brief verbal description, the reference listed on a [REDACTED] report. 25X1A Such identification, it is maintained, will effect economy of effort and decrease processing times in that Foreign Document Officers now working with these reports must now verify references by physically obtaining them, although this time consuming action would not be necessary in many cases when the nature of the references could be properly identified. It 25X1A it further suggested that CS reports based on enclosures to [REDACTED] reports should identify their source to prevent false confirmation. Lastly, it is suggested that a [REDACTED] report should not be made and distributed if the original document is exploited and a CS report distributed on it. The suggester feels these suggestions will make for a better intelligence product and will decrease handling processes, expedite production, prevent duplication of translation efforts and save funds.

B. Evaluation of Concerned Offices

The suggestion was evaluated by the Chief, FI/RQM/Reports Control who advises the Board, in part, as follows:

25X1A "In view of the fact that a CS report often covers only a small portion of a raw foreign language document issued as a [REDACTED] there is frequently good reason to distribute the original foreign language document. Failure to do so may result in useful information not being made available to those needing it. If the report is held up for translation and full processing of all parts, much of its value as intelligence information may be lost... We cannot agree...that material issued as a CS report should never be put out in its original, foreign-language form as a [REDACTED] 25X1A

25X1A "We agree that [REDACTED] referencing CS reports should state substantially that "the referenced report is an abstract (or summary or extract, as the case may be ) of the attached material." In other instances where the references CS report is a partial exploitation of the [REDACTED] material, it should contain a statement to the effect that "referenced report is based on Attachment x, pp. x-x." 25X1A

25X1A "Insofar as the suggestion under review provides for a short indication of the nature of CS reports referenced on [REDACTED], we agree and shall undertake to have Area Divisions use this system."

The Chief, FDD commented that the procedure suggested above "would be entirely satisfactory to FDD and we believe would accomplish the objectives of Suggestion No. 1230."

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Suggestion No. 1230 Contd.

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██████████ ODDI, on reviewing the above, recommended "nominal award as ██████████ involved represent roughly only about 2% of total - or about 500 per year."

C. Recommendation of the Executive Secretary:

Approval and award of \$15.00 based upon intangible benefits to be received through adoption of a portion of the above suggestion.

OK.

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Suggestion No. 1243

A. Summary of the Suggestion:

The suggester proposes: (1) that the date be placed on the coversheet by the Dispatch and Pouch Section at the same time that the dispatch is dated by that Section; (2) that a rubber stamp be secured to include four routings - RI/AN, RI/NU, RI/TY, RI/FI, which would result in the saving of time of employees in the Analysis Section; (3) that a block stamp be entered on the coversheet in the lower right hand corner.

B. Evaluation of Concerned Office:

The Chief, Records Integration/FI, has advised the Committee that elements (1) and (2) of the suggestion have been adopted and put into use. Number (1) will eliminate the necessity for the Analysis Section dating the coversheet and will reduce the total time involved as both dates will be inserted at the same time by a member of the Dispatch and Pouch Section. Number (2) is considered feasible and will be adopted by the Dispatch and Pouch Section. Rubber stamps are being secured which will include the four routings on the one stamp and will therefore eliminate any additional stamping of the coversheet by the Analysis Section. The stamp listing the four routings will replace the single stamp formerly used in the Dispatch and Pouch Section. This will result in the saving of time of employees in the Analysis Section. Number (3) is not considered feasible. Area Divisions and Staffs use the coversheet on other material in addition to outgoing dispatches. The use of the block stamp for outgoing dispatch coversheets only could lead to considerable confusion in the Divisions and Staffs.

C. Recommendation of the Executive Secretary:

Approval and cash award of \$20.00 based upon adoption of two of the three elements of the above suggestion and intangible benefits to be received. Actually, benefits constitute tangible savings in employee work time, but total monetary savings cannot be calculated on the basis of existing data.

\$15-

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Suggestion No. ~~1230~~  
1310

A. Summary of Suggestion

The suggester proposed that in the CIA Map Library the "set aside" map drawers be examined to determine if they are presently needed. The suggester felt that these drawers contained maps collected for special purposes or projects, have been allowed to remain apart from the main map collection long after the completion of the projects for which the maps were assembled. The suggester proposed that a date stamp be placed on the set-aside drawers after which the contents would be returned to the main collection. A cleanout of such drawers would restore several hundred lost maps to the collection.

B. Evaluation of Concerned Offices

The Acting Chief, Map Library Division, Office of Research and Reports, advised the Board that all maps removed from the regular systematic file of the loan copy collection are, or should be, charged to individuals. Consequently, through the use of the card catalog and loan records, these maps are available and are not "lost maps." The maps in the drawers referred to were cataloged and were charged to individuals or were duplicate copies which were not part of the loan copy collection.

The "set aside" map drawers developed as a part of a loan policy which permitted researchers in the Geographic Area to renew loans by telephone and thereby keep loan copies of maps indefinitely. This loan policy has been reviewed from time to time and, in view of this suggestion, the matter was again discussed with the Chief, of D/GG. I am now informed that D/GG is agreeable to a Map Library policy of recalling loans at the end of six months. It is believed that this solution is preferable to the one suggested.

The suggestion was valuable in that it led to a reconsideration of the Map Library policy in regards to loans to researchers in D/GG. It is not believed that there will be any tangible money saving resulting from this change in policy."

The Assistant to the DDI, Admin, concurs in the above evaluation and recommends a nominal award.

C. Recommendation of the Executive Secretary

Approval and award of \$10.00 for intangible benefits.

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Suggestion No. 1344 Cont.

C. Recommendation of the Executive Secretary:

Approval and award of \$15.00 based upon intangible  
Benefits.

# 20.00

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Suggestion No. 1424

A. Summary of the Suggestion:

The suggester proposes that OCI discontinue the publishing of Briefing Notices for days on which no briefing will be held. It is pointed out that "The Present Practice is for each office to receive a paper classified Secret, bearing a Briefing Notice Number, stating that no briefing is to be held on certain days. I am of the opinion that the elimination of these notices would save quite a considerable amount of time and money. The saving would not only be in the actual preparation of the notice itself, but in the time each recipient must spend in logging, as required to meet existing Agency Regulations. In addition, these notices are usually published and received at such a late date by recipients as to warrant expeditious handling, in most cases hand delivery to internal office recipients is necessary.

In place of issuing the above, the following suggestions are offered:

- a. Notification by OCI to each office individual responsible for arranging the office attendance at the briefings.
- b. No notification by OCI and each office to assume if a briefing notice is not received that no briefing will take place."

B. Evaluation by the Concerned Office:

The JCN/Pres/OCD evaluated the suggestion and advises the Committee as follows:

"The distribution of "No briefing" notices was initiated 19 May 1954 because of the number of persons inquiring about briefings or attempting to attend them at regular times only to learn that none were scheduled. Eight such notices were distributed in 1954.

Paragraph 2.b of the recommendation proposes a return to the unsatisfactory earlier procedure.

Paragraph 2.a of the recommendation proposes some notice other than that presently used. This could be by telephone or in writing.

- a. Notice by telephone would require 50 initial calls - an excessive administrative burden.
- b. However, as a result of this suggestion, the clerical logging burden will hereafter be eliminated "CIA Internal Use Only."

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ably a token card

on

Suggestion No. 1424 Cont.

It appears that a commendation, or possibly a token award depending on position and grade of the suggester, is warranted.

C. Recommendation of the Executive Secretary:

Approval based upon adoption of a portion of the suggestion and nominal cash award of \$10.00 for intangible benefits. Tangible benefits resulting from reduction of clerical burden cannot be calculated on the basis of available data.

OK

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Suggestion No. 1637

A. Summary of the Suggestion:

The suggester proposes revision of Form No. 34-7 (used by the Comptroller's Office to identify checks to be mailed to vendors) to the extent that: (a) the size be reduced, thereby eliminating necessity to fold each form prior to its insertion in mailing envelopes; and (b) vendor name and address (already, it is maintained, contained on the check itself) be omitted, and "Amount" and "Agency Voucher No." submitted therefor for cross identity of check and mailing slip. Suggested changes, it is further maintained, will result in considerable savings of time for the clerks who prepare and check the vouchers, as well as eliminate existing inconveniences.

B. Evaluation of Concerned Office:

The Deputy Comptroller evaluated this suggestion and advised the Committee that part (a) (above) of the suggestion had already been considered and a decision was made to implement its adoption. He further advised the Committee as follows:

"...3. Consideration by this Office of the proposal to eliminate names and addresses of check payees from mailing slips has resulted in a change in the procedure for preparing these slips to the extent of discontinuing the insertion of the address of the payee on the mailing slip with respect to each check mailed by the Disbursing Officer which includes such addresses; no mailing slip is prepared in instances where the vendor's invoice number is available and inserted on the check itself. To this extent, therefore, this Office has already adopted a portion of the overall proposal contained in the Employee's suggestion and it is estimated this change in procedure will accomplish a savings of approximately \$100.00 per annum in the Fiscal Processing Branch, Fiscal Division.

"4. It has been determined necessary to continue the practice of inserting the addresses of check payees on mailing slips which are mailed by the Fiscal Division since in most cases these checks do not include the payee addresses.

"5. The suggester expressed the view that by inserting "Amount" and "Agency Voucher No." on the mailing slips for identification purposes, it would be possible to eliminate both the names and addresses of payees from the mailing slips. This has been determined not feasible, however, as the name of the payee is the only positive means for associating the mailing slips with the proper checks."

OK. C. Recommendation of the Executive Secretary:

Approval insofar as a portion of the suggestion, above, has been adopted by the office concerned.  
Recommend minimum \$10.00 award for tangible savings.

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Suggestion No, 1650

A. Summary of the Suggestion:

The suggester proposes that a personality file (201) Biographical Data Sheet be attached to the inside cover of each personality file (sample attached) in order to gain the following advantages:

1. Elimination of the time spect in the charge out and review of entire personality files to determine whether or not the individual of the personality file is identical with the subject of interest on the basis of biographical data contained in different documents throughout the folder.
2. Increase the availability of personality files needlessly charged out before it was realized that the subject of the file was not identical with the subject of interest.
3. Decrease the work of requesting officers by the elimination of personality folders not pertaining to the subject of their request thereby allowing them more time for more important references and duties.

B. Evaluation of the Concerned Office:

The Chief, RI evaluated the subject suggestion and recommended approval as follows:

"Elimination

"The subject suggestion has been reviewed in RI and is considered to be worthy of favorable consideration. The Records Integration Division is agreeable to the development of the necessary form and regulation to put the subject suggestion into effect. However, this suggestion is not original with the suggestor but is being done at the present time in the FE area as a result of the initiative of one [REDACTED]

25X1A

In view of the above, it is recommended that a dual award be made in connection with this suggestion, one award to go to [REDACTED]

25X1A

C. Recommendation of the Executive Secretary:

Approval and cash award of \$15.00 based upon intangible benefits. Recommend disapproval of dual award as suggested by evaluator. Previous application of this idea was not submitted as a suggestion, was not adopted for what in effect is general Agency Headquarters use, and would require additional determination of the innovator's duties, etc. A policy of

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Suggestion No. 1650 Continued

equating informally adopted innovations with formally submitted suggestions could create extreme difficulties in administering the IA Program. The Executive Secretary suggests that he be requested to contact [REDACTED] inform him that a suggestion similar to his innovation was apparently independently submitted and considered for award, and that if he had formally submitted a suggestion he, too, may have been eligible for an award.

25X1A

25X1A  
[REDACTED]

*Would  
entitled to an  
Reconsider whole award  
be  
award?*

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Suggestion No. 1656

A. Summary of the Suggestion:

The suggester proposes that a different colored form No. 59-96 be placed in a file "out" card for files to be reviewed with RI for a day's duration. Use of this type of "out" card would save time, and possibly eliminate the necessity for follow up to file removers. Very often files are ordered and removed for use in the RI File Room proper which means they are returned for re-filing the same day. Thus the charge out slips become obsolete immediately, and needless time is lost in referrals.

B. Evaluation of Concerned Office:

The Chief, Records Integration, has advised the Committee that in their opinion the suggested procedure may be applied to a limited extent.

The above suggestion can be adopted only for those files which may not be removed from the RI File Section Reference Room and in those cases where the requester states that the file material will not be reviewed in the RI Reference Room. The procedure does not apply for the majority of requests that are received routinely in the mail unless the requester should indicate his preferences to review the material in the RI File Room. The File Charge Out Slip, Form No. 59-96, has been previously ordered in triplicate for other uses but can be adopted to the purposes of the above suggestion. The procedure will be implemented by RI in line with the above stated limitations.

The suggestion will not provide for any tangible savings within RI. It would find its benefit in saving the time of RI/File Section customers.

C. Recommendation of the Executive Secretary:

Approval and award of \$10 for intangible benefits received.

OK

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Suggestion No. 1720

A. Summary of the Suggestion:

The suggester submitted a comprehensive outline for a training program for the Foreign Documents Division, Office of Operations; which included objectives, program, methods of implementation and anticipated results.

B. Evaluation by the Concerned Offices:

The Chief, Basic School, OTR evaluated the suggestion and advises the Committee as follows:

"Its (the Program's) objectives are good, and there is ample precedent for such a program in the training activities of other offices. . . . The suggestion incorporates a series of related suggestions which, collectively, have a great deal of merit. To carry them out would involve, as a minimum, action on the part of FDD and two or perhaps three of the Schools of OTR. I believe OTR could meet its share of the proposed responsibilities without great difficulty. As a first step, however, there should be an official indication by FDD that such a training program is desired and that the need for it exists. On the basis of such an expressed requirement, action could then be taken to work out the process of implementation. . . . It is recommended further that the suggester be commended for a thoughtful, constructive, well-formulated contribution."

The Chief, FDD advises the Committee as follows:

"Employee suggestion #1720 was sent to the Chief, FDD verbatim...on 8 February 1954. While some of the specifications concerned training practices in effect in the Division at that time, the study as a whole was excellent and a memorandum of commendation was written for (the suggester's) personnel record. All provisions which were practicable and desirable were adopted and have been in effect since. . . . (The suggester's) outlined training program showed a great deal of thought and work beyond the call of his position. . . . It would be impossible to calculate any money savings as a result of those portions of the suggestion which are in effect. The effect is improvement in the Division's products and hence a morale stimulant."

C. Recommendation of the Executive Secretary:

Approval and Level D award of \$50.00 based upon intangible benefits affecting an entire divisional component.

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Suggestion No. 1728

A. Summary of the Suggestion:

The suggester proposes that birth certificates or appropriate legal substitutes be furnished by all Agency personnel, and by all new employees prior to their EOD, for permanent inclusion in their Official Personnel Folders. Advantages are seen in the saving of Agency time and money, particularly by the Central Processing Branch in the processing of passport applications.

B. Evaluation of Concerned Office:

The Chief, Planning Staff, Office of Personnel evaluated the suggestion, and advised the Committee of its limited adoption as follows:

"1. Regulation [REDACTED] requires that travel orders be written at least six weeks in advance of an individual's departure, and sufficient time is normally available in which to obtain evidence of birth for passport purposes. However, since it is quite likely that DD/P personnel in grades GS-7 and above, as well as technical and professional personnel in the Office of Communications, will eventually be assigned outside the United States, it is considered worthwhile to obtain necessary evidence of date of birth from these personnel at the time of their initial assignment. Appropriate Office of Personnel instructions to accomplish this are now being drafted and will be issued in the near future.

"2. Limited adoption of suggestion No. 1728, as described in the preceding paragraph, will have the effect of insuring the availability of necessary evidence of date of birth in those cases requiring it. Except in rare cases requiring procurement of passports on short notice, adoption of the suggestion will have no identifiable beneficial effect on the operation of the Central Processing Branch of this Office. A nominal award is recommended."

Office of Personnel Memorandum No. 20-801-15 (implementing memorandum) is attached hereto.

C. Recommendation of the Executive Secretary:

Approval and award of \$10.00 based upon intangible benefits to be received through limited adoption of above suggestion.

18 20<sup>00</sup>

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C O P Y

8 June 1955

OFFICE OF PERSONNEL MEMORANDUM NO. 20-801-15

SUBJECT: Obtaining Written Evidence of Date of Birth

1. Effective immediately, the Records and Services Division (RSD), will request all new appointees in the following categories to furnish, for retention by RSD, written evidence of their date of birth which is adequate for the purpose of obtaining passports:

- a. All persons, GS-7 and above, assigned to DD/P Offices
- b. All technical and professional personnel assigned to the Office of Communications.

2. RSD will not be required to maintain any follow-up to insure compliance since the purpose of this procedure is to assist the employee in the event he is subsequently assigned overseas.

SIGNED: HARRISON G. REYNOLDS  
Director of Personnel

OPM 26-55

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Suggestion No. 1789

A. Summary of the Suggestion:

The suggester proposed that Agency Notice [REDACTED] "Employee Services Housing Information Service" be filed in the Central Processing Branch Area information folders and in the general briefing folder for returnees. It is felt that this would make the information on housing service a part of routine processing for outgoing or returning personnel, whereas present distribution of this notice does not distribute this helpful information on a sufficiently wide scale.

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B. Evaluation of Concerned Office:

The Chief, Plans Staff, Office of Personnel evaluated the suggestion and advises the Committee as follows:

"Attached suggestion has been put into effect within the Central Processing Branch, Records and Services Division, Office of Personnel. In-and-out-casuals are now being apprised of housing information by members of the CPB Personnel Section.

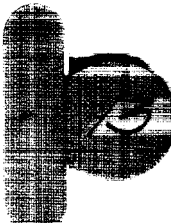
The merit of this suggestion is largely intangible in that it is associated with employee morale rather than in effecting an economy, being therefore, beyond monetary measurement. This office accordingly suggests that the Committee reward the suggestor by a letter of commendation, nominal monetary award or both."

C. Recommendation of the Executive Secretary:

Approval and minimum cash award of \$10.00 for intangible benefits.

OK.

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Suggestion No. 1834

A. Summary of Suggestion

The suggestor recommends use of a simple questionnaire (similar to that used as Enclosure 1 to Secret Document ONI-29-5) for the purpose of eliciting and transmitting back to the authors of intelligence publications consumer reactions to their product. Use of the questionnaire would also permit producer tabulation of the eventual consumers. Increased producer efficiency and increased morale of intelligence analysts are suggested as possible results.

B. Evaluation of Concerned Office:

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██████████ Assistant to the DD/I (Planning) advised the Board as follows:

"The suggester correctly points out the difficulty in getting consumer reaction to intelligence reports. He could have gone a step further and submitted a suggestion as to how the intelligence collecting components might get the analyst reaction to information reports (evaluations).

The use of the questionnaire mechanism is worthy of trial to determine whether the intelligence consumer will respond to such interrogation. So many consumers evaluate intelligence reports with tongue in cheek, i.e., always favorable for fear that the source will dry up.

"I believe that the true benefit of the suggestion will not lie so much in improved efficiency as improved quality. The reports will be directed more precisely to the requirements of the consumers. The improvement in morale is questionable in view of the fact that honest evaluations might discourage some of the less competent analysts. On the other hand, the really good analysts will get a morale boost from good evaluations. On balance it appears that the Agency would benefit by both of these situations. The incompetent would be quickly identified and possibly eliminated, and the good analyst would be tagged for better assignments."

The Executive Secretary has been verbally informed by ██████████  
DDI on 8 August 1955 that OSI, ORR, and OCD have adopted the above suggestion and are preparing forms tailored to their individual needs.

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C. Recommendation of Executive Secretary

Approval based upon adoption and award of \$50 based upon intangible benefits currently anticipated.

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*Refer to next meeting from*

Suggestion No 1900

A. Summary of the Suggestion:

The suggester proposed that, in order to eliminate a safety hazard, a concrete sidewalk or macadam path be constructed between the east end of Que building and the roadway immediately in front of the Building Guards shack. When wet the path becomes slick and muddy and endangers personnel going from Que Building to the Guard shack, and to Buildings 11, 13, and 14 or vice-versa.

B. Evaluation of Concerned Office:

The suggestion was evaluated by the Chief, Administrative Staff, who advised the Committee as follows:

"The responsibility for maintenance and improvements to public buildings and grounds rests with the Public Buildings Service of the General Services Administration. Accordingly, the PBS has been requested to establish an asphalt walkway as cited in the employee suggestion. The PBS Superintendent indicates that this installation should be completed on or before 15 September 1955.

In our opinion no monetary savings can be realized from the implementation of this suggestion. However, as the suggester has pointed out a safety hazard, it is recommended that the employee be granted an appropriate monetary award on the basis of the intangible benefits of the suggestion."

C. Recommendation of the Executive Secretary:

Approval and cash award of \$10.00 based upon intangible benefits.

O.K.

CIA INTERNAL USE ONLY

Suggestion No. 1611

A. Summary of the Suggestion:

The suggester proposed that Agency Regulatory Issuances of temporary value be printed on colored paper with the expiration date of applicable issuance noted thereon. It is maintained that the printing of such issuances on colored paper would facilitate in removing inactive material from the current files.

B. Evaluation of Concerned Office:

The suggestion was evaluated by the Deputy Chief, Regulations Control Staff, Management Staff who advises the Committee as follows: "This suggestion has been adopted partially. Tentative regulations are now appearing on blue paper. Notices bearing expiration dates appeared for some time before this suggestion was reviewed. Colored paper for these publications is not thought feasible. It is possible that expiration dates for tentative regulations may be required at some future date, through the force of circumstance rather than as a result of this suggestion."

C. Recommendation of the Executive Secretary:

Approval and minimum cash award of \$10.00 for intangible benefits to accrue through partial adoption of suggestion.

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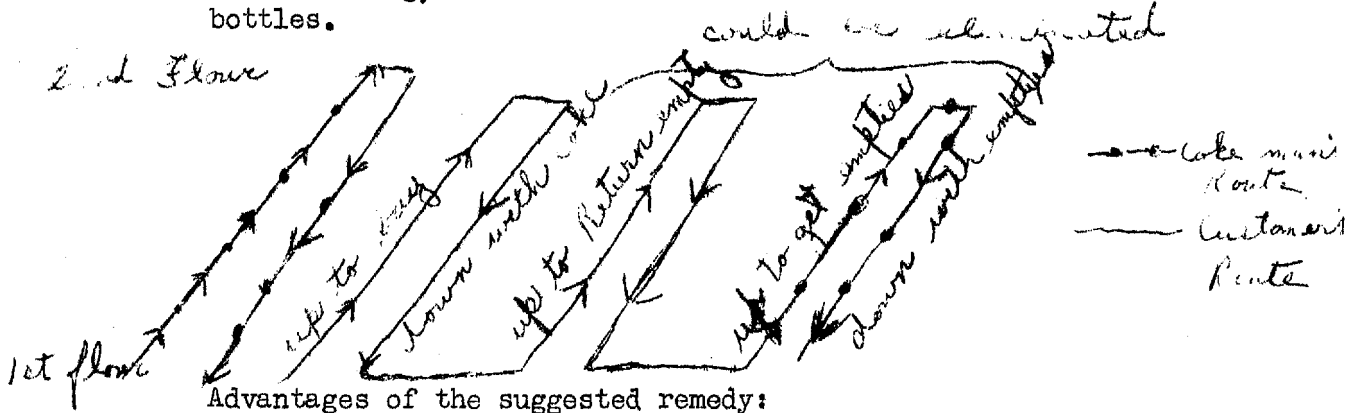
*Deferred to*

CIA INTERNAL USE ONLY

Suggestion No. 1913

A. Description of Suggestion:

Install a wire Coca Cola Bottle holder on wall near main 1st Floor entrance to Bldg. 11. The Coca Cola machine and the only depository for empty bottles is now on the 2nd Floor stair landing, which causes a rather ludicrous traffic in bottles.



Advantages of the suggested remedy:

- (1) Would obviate special trips up stairs to return bottles.
- (2) Would reduce overall "bottle traffic" on the stairs by 50%.
- (3) Would make it easy to return bottles and thereby discourage their accumulation in 1st floor offices.
- (4) Would save the Coke delivery man considerable time and energy.

B. Evaluation of Concerned Office:

Reference is made to Employee Suggestion No. 1913 recommending the installation of a Coca Cola empty bottle rack or stand adjacent to the first floor entrance vestibule, Building 11.

This is to advise that arrangements were completed with the Coca Cola Company through the Washington Society for the Blind and that a depository for empty coca cola bottles was provided on 25 July 1955, in the entrance vestibule, first floor, Building 11.

Although this suggestion offers no monetary benefits to the Agency, the suggester should be commended for his or her consideration in providing facilities that will be of benefit to employees and tend to increase morale.

C. Recommendation of the Executive Secretary:

Approval in view of implementation, as noted above. Recommend award of \$10 for minor benefit of limited application.

CIA INTERNAL USE ONLY

*Commendatory Letter*

A. Summary of Suggestion:

The suggester proposes that a large number of catalogs of the U.S.A.F. Extension Course Institute be procured from that Institute's Headquarters at Gunter Air Force Base, Alabama, for distribution to Agency Air Force Reservists during the weekly meetings of their unit. The substantive value of the Institute's Program in promoting the efficiency and standing of the individual reservist is explained, and the suggester further explains that Agency encouragement of the Reserve Program, through such distribution of catalogs, would reflect favorably on this organization.

B. Evaluation of Concerned Office:

The acting Chief, Military Personnel Division, evaluated this suggestion and advised the Committee that, although numerous attempts have been made to obtain large supplies of the Extension Course catalogues from local service sources, no attempt has been made to obtain them directly from the Air Force Institute. Since the catalogues are normally in short-supply locally, the suggestion will be followed.

C. Recommendation of Executive Secretary:

The suggestion has been accepted by MPD, but seems of questionable value to the Agency. Therefore the Executive Secretary wishes to refer this to Incentive Awards Committee for their decision as to whether an award should be granted and the appropriate amount.

*Commendatory  
Letter*

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Suggestion No. 1075

A. Summary of the Suggestion:

The suggester proposes [that the Security Division take steps to insure that no more than one different identification badge be made from the same photograph negative.] For example, it is pointed out, "... it is easy to ascertain that this Agency's identification badge and that of [redacted] was made from the same negative. Should an employee lose his billfold containing these two badges, it would immediately indicate a connection between this Agency and [redacted]

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B. Evaluation by the Concerned Office:

The Acting Chief, Physical Security Division evaluated the suggestion and advises disapproval of the suggestion as follows: "The Office of Security always welcomes any suggestions which will improve security practices and eliminate hazards that may lead to a breach in security. This office and the Security Officer of [redacted] do not consider the use of identical photographs on the CIA badge and on the [redacted] badge as a security hazard. If the two badges were lost together, it is very remote that the finder would be able to identify the badges as CIA, since there is no identification name on the Agency badge. Further, a program is in effect whereby the Agency badge, in most cases, is retained at the home office prior to departure for [redacted]

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C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1255

A. Summary of the Suggestion:

It is suggested [that the short news and information items (squibs) which contain extracted material from foreign language newspapers and periodicals and which are compiled into weekly, monthly, etc. FDD Summaries not be thus compiled but directly published on 5 X 8 cards with area and subject code numbers] [redacted] has recently adopted this system of publishing economic information [redacted] on 5 X 8 cards because consumers found this format more suitable for their needs. It is maintained that adoption of this suggestion has the following advantages:

1. The squibs, which are already being typed on 5 X 8 sheets by foreign documents officers, would not have to be re-typed by a large clerical staff on 8 X 12½ sheets, which constitute the FDD Summaries.
2. The six-person editorial staff of FDD could be dispensed with, provided the foreign documents officers make sure that the information on the 5 X 8 cards is sufficiently clear and neat.
3. The reproduction and dissemination of this information would be simplified and accelerated.
4. The information would reach the consumer faster and the consumer could file the cards directly without having to cut out the information from the FDD Summaries and attach it to 5 X 8 cards.
5. As a result of the above advantages, money, time and manpower could be saved.

B. Evaluation of the Concerned Offices:

*Mi* ② [The Assistant to the DD/I recommended disapproval because the idea is not considered original.]

① [The Deputy Chief, FDD stated that a survey on this question had been made and found that some analysts would prefer reporting on cards but the majority of consumers prefer the periodic report which assures the analysts of receiving all the reported information for a given period rather than placing his dependence on a reading panel for full coverage.]

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1262

A. Summary of the Suggestion:

The suggester pointed out a condition of traffic congestion occurring daily at the end of the work day by the main road entrance-exit to the Alcott and Barton Hall buildings. He suggested the use of the Agency building guards or, alternately, the U.S. Park Police to alleviate the situation.

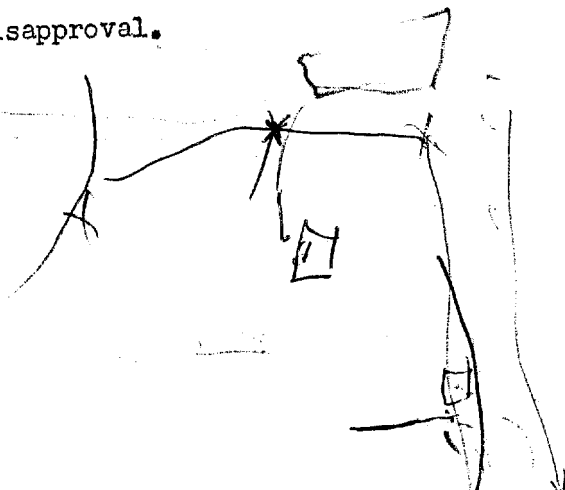
B. Evaluation by the Concerned Office:

The chief, Physical Security Division evaluated the suggestion and advised disapproval as follows:

[ "The Building Security Branch has been cognizant of the situation as outlined in the attached suggestion and requested the Guard Captain a number of months ago to station a guard at this location for the purpose of handling traffic. We were informed by the Guard Captain that he is not authorized to assign any guard to direct or control traffic outside of a building compound. We are entirely sympathetic with this problem, but even the alternate suggestion was attempted and the Park Police stated they do not have enough men to detail them for such duty." ]

C. Recommendation of the Executive Secretary:

Disapproval.



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Suggestion No. 1299

A. Summary of the Suggestion:

The suggester points out that the Liaison Division, LCD, employs a system of Requirement Directives (RD's) to control formal requests for collection action. It is noted, however, that the RD has deviated from its initial, formal purpose of securing field collection action and is utilized for other than intended purposes such as (a) obtaining documents available in the Washington area; (b) setting up contacts between analysis, or requestors, in this Agency and analysis in other Agencies; and others. The suggester feels that answers to some requests may be obtained by simple memorandum or telephone calls in lieu of employing the RD; and suggests that the Liaison Division prepare a memorandum explaining the aims of the RD in order to improve its status and assure collectors that priority action is required in its handling.

B. Evaluation of Concerned Office:

The Executive, OCD evaluated the suggestion and recommends disapproval, advising the Committee as follows:

"The Liaison Division, prior to this Employee Suggestion, had already recognized the need for clarifying the RD system and had begun writing an SOP for handling ad hoc requirements for Agency guidance. We believe that the SOP, when published, will adequately cover the points raised in the Employee Suggestion."

C. Recommendation of the Executive Secretary:

Disapproval with letter of commendation for the suggester's initiative in recognizing a problem area which, unknown to him, had been under current scrutiny.

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Suggestion No. 1305 and 1305A.

A. Summary of the Suggestion:

The suggester proposes [that development of the language skills of Agency personnel be encouraged through promoting home study and the use of present facilities for self-study available through OTR's Language Laboratory. It is further proposed to encourage home study by a library-loan system for language records and accompanying manuals, particularly to (1) administrative personnel assigned overseas (both while at Headquarters and in the field); (2) to personnel slated to enroll in formal language courses; and (3) to personnel with formal training, for use in maintaining acquired language abilities.]

B. Evaluation by the Concerned Office:

[The Deputy Director of Training and the Chief, Basic School, OTR evaluated the suggestion and recommended disapproval. Disapproval was based upon the following factors: (1) OTR opinion that home study is one of the less desirable means of increasing the number of linguists in the Agency and an increasing awareness on the part of responsible officials for the need to have their personnel participate in organized language classes and seminars; (2) Experience which indicates that self-study immediately prior to formal language instruction retards rather than increases class progress; (3) The fact that language records are available on loan, at the present time, to both administrative personnel and to personnel with formal language training who may desire to maintain or improve their current level of ability.]

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1377

A. Summary of the Suggestion:

The suggestion is addressed to broad problems inherent in the present structure of the intelligence community. In preface, the suggester points out "that there is no central office which has ready access to the pertinent data on the total U.S. intelligence production on foreign areas and the details on the associated facilities and professional personnel." The suggestion, to which is attached detailed supplements, furnishing more specific related suggestions and explanations, is as follows:

"That a unit be established in the Central Intelligence Agency which will provide a centralized repository and reporting office for all necessary and pertinent information on foreign intelligence production and facilities in the U.S. Government. The specific functions of this unit would include:

A. Establishment and maintenance of a central card file of completed and in-progress intelligence research studies (internal and external) on foreign areas produced by any U.S. Government agency engaged in intelligence research.

B. Establishment of a central reporting system whereby all U.S. Government agencies and their components that are engaged in foreign intelligence research will automatically report to this proposed CIA unit periodically on intelligence research completed, in-progress, initiated, cancelled, or deferred.

C. Establishment and maintenance of files, charts, and rosters of U.S. governmental research facilities (agency components) and personnel engaged in foreign intelligence research.

D. Preparation and publication of a series of bibliographies of completed substantive intelligence research since 1948; each bibliography would be devoted to a specific field of specialization in intelligence research and would be based on the central card file data. For details on these bibliographies see attached Supplement C. In addition, surveys, charts, and rosters of professional personnel and facilities in the U.S. Government engaged in intelligence research would be prepared and disseminated to the intelligence community.

Actually it might be practical to publish a series of reports on specific fields of specialization in intelligence research that would integrate the following information:

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Suggestion No. 1377 Cont.

1. Intelligence research reports in a given field of specialization completed since 1948.
  2. Facilities in the U.S. Government engaged in research on this particular specialization.
  3. Professional personnel in the U.S. intelligence community engaged in research in this field of specialization.
- E. Subsequent to these initial publications (paragraph D), procedures could be established for issuing similar reports periodically to keep the intelligence community well informed on a current basis.
- F. Establishment and maintenance of a Master Intelligence Production File containing copies of completed intelligence research studies on foreign areas produced by any U.S. Government Agency.

The suggester concludes that present total coverage "leaves something to be desired; namely, a composite integrated picture of U.S. foreign intelligence production." and adds that "In order to be successful, efficient, and purposeful, this unit would have to be dynamic - the total intelligence picture is a changing one and any changes would have to be reflected and modifications made to keep pace with such changes. If the operation is properly carried out, it should provide a keystone to the total U.S. intelligence picture."

B. Evaluation by the Concerned Office:

The suggestion was evaluated by [REDACTED] OCD. His reply to the Committee, addressed to the specific elements of the above suggestion and quoted in entirety, is as follows:

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REFERENCE: Memorandum for [REDACTED] ODDI, from [REDACTED] OSA/PC/DCI, dated 23 November 1954, subject - Employee Suggestion No. 1330.

25X1A

We do not see that an award is warranted for this suggestion. Its principal difficulties result from abstractness concerning problems of obvious and continuing concern to CIA (and the IAC) since its inception. Specifically:

- a. Recommendations D and E presume that bibliographies prepared in advance can anticipate analysts' needs in the future. This has not been true in our experience and we judge OCD's Intellofax and Register systems a more flexible and effective approach to the satisfying of these changing needs.

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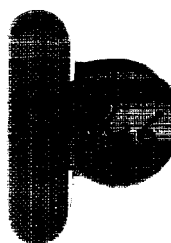
Suggestion No. 1377 Cont.

- b. CIA Library has been charged with the responsibilities suggested in Paragraph F since its establishment. It now employs a far simpler and more economical system for document control than that proposed here.
- c. Information on completed research (Par. A), by subject and area, is supplied on a daily basis to the IAC through OCD's Intellofax system.
- d. The more sensitive offices might be very reluctant to give out complete rosters (Par. C.) of researchers, or complete lists of projects. A TOP SECRET classification would defeat the purpose of the suggestion. cf. also comment e., page 2.
- e. The problem of central reporting of research in progress (Pars. A and B) has been with the intelligence community from the beginning. The present suggestion is in no sense new. It has, in fact, been tested and is being adopted in a practical form by the ERS and SEC. The reply of [REDACTED] to a similar suggestion, #1330, cited above, presents an excellent summary of recent thinking on this subject.

C. Recommendation of the Executive Secretary:

Disapproval based upon opinion of the evaluating office. Recommend Committee letter of commendation, recognizing thoroughness of the suggestion as presented, and commending effort of constructive thinking in regard to one of the major problem areas of the intelligence community. Previous suggestion No. 1330 on the same subject.

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Suggestion No. 1379

A. Summary of the Suggestion:

25X1A The suggester proposes, for use by the Agency's "Traveling salesmen" who must visit periodically the overseas areas and [REDACTED] an adaptation of a regular stenotype machine, which will be record in scrambled fashion notes which will form the basis for action to be taken upon return to headquarters. He states that he is making the basic assumption that note taking is a vital part of such visits and that the security of such notes is a "No. 1 headache".

B. Evaluation by the Concerned Office:

The Chief, PP/SAC/R&D advises the Committee as follows: "Subject employee suggestion has been considered by the Communications Working Group and the Special Equipment & Techniques Working Group of the DD/P Material Board. It was the conclusion of each Group that there is no valid requirements for the device proposed in view of the present existence of such facilities as tape recorders, dispatch pouches and other standard devices at Agency installations overseas. It is believed that the use of these facilities, which are available to all Agency official travelers, would preclude the need for developing a device such as that proposed by employee suggestion #1379."

C. Recommendation of the Executive Secretary:

Disapproval with letter of appreciation to suggester conveying the above explanation.

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Suggestion No. 1070

A. Summary of Suggestion:

The suggester proposes that the Agency make a security film designed solely for its employees. He states, "I believe the film would be of great benefit to all new employees and could also be shown periodically (for example in the Agency orientation course) and to the older employees to serve as a reminder of the do's and don'ts of CIA security."

B. Evaluation of Offices Concerned:

Both the Acting Chief, Physical Security Division and the Chief, Orientation & Briefing/Basic School/OTR evaluated the suggestion. They advise that the suggestion is not original, production of such a film having been considered for a number of years. In fact, outlines for two films have been prepared, and action to produce a film to be completed in 1955, was initiated prior to the receipt of this suggestion.

C. Recommendation of the Executive Secretary:

Disapproval. Suggestion is already in effect and no part of the suggestion notes an added contribution.

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